Applications accepted from:	**All PERSONS INTERESTED**
Job Classification	**PROGRAMMER ANALYST IV**
Posting Number	**PN #112553**
Department	**Municipal Courts Administration**
Division	**Systems Support**
Section	
Reporting Location	**61 Riesner, 2ⁿᵈ Floor**
Workdays & Hours	**All Shifts, days, and holidays***
	*Subject to change

9   *DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS*

Perform various professional activities necessary to develop and maintain computer based business applications. Serves as a Project Lead, work independently and as team member on complex tasks involving the development of user specifications, conceptual design, detail design, program coding, test specification, analysis, documentation, and implementation. Modify existing applications as business requirements dictate. Analyzes and resolves problems with production systems. Oversees the design, programming, installation, testing, administration and maintenance of information systems. Assesses user needs through direct communication, site review and system analysis. Designs, prepares and presents system user training. Reviews new technologies and methods for applications relative to departmental needs. Maintains highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries. Performs other duties as assigned.

10   *WORKING CONDITIONS*

The position is physically comfortable; the individual has the discretion about walking, standing, etc.

11   *MINIMUM EDUCATIONAL REQUIREMENTS*

Requires a Bachelor's degree in Computer Science, Mathematics, Management and Information Systems or a closely related field.

12   *MINIMUM EXPERIENCE REQUIREMENTS*

Four years experience in systems analysis, design, programming and/or a closely related field are required.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13   *MINIMUM LICENSE REQUIREMENTS*

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14   *PREFERENCES*

Experience in Systems analysis and design, Business Process Analysis and Design, Client Server Application design and development, Crystal Enterprise and/or Crystal report development, OLAP, Visual Basic, Oracle 9i / 10g, Oracle Development using the tools SQL, PL/SQL, TOAD, UNIX (especially HP-UX), Shell Scripting, Project management, security design and administration, Workflow Analysis. Good verbal and written communication skills. Excellent in troubleshooting, debugging and documentation skills.

15   *SELECTION/SKILLS TESTS REQUIRED*.

None. However, the Department may administer and the applicant must successfully complete a skills assessment evaluation.

16   *SAFETY IMPACT POSITION*   [x] Yes   **[ ]** No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17   *SALARY INFORMATION*

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>**Salary Range - Pay Grade 25**</u>
$1,501 - $2,845 Biweekly $39,026 - $73,970 Annually

18   *OPENING DATE*   **August 16, 2006**

19   *CLOSING DATE*   **OPEN UNTIL FILLED**

20   *APPLICATION PROCEDURES*

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1ˢᵗ floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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